

**CITY OF ASHEVILLE, NORTH CAROLINA  
CLASS SPECIFICATION**

**URBAN PLANNER II/TRANSIT  
ENGINEERING/TRANSIT & PARKING SERVICES DEPARTMENTS**

**GENERAL STATEMENT OF DUTIES**

Performs professional transit planning and research work in the City of Asheville's Engineering Department and the Asheville Transit Authority. Employee reports to the City Engineer or Manager of Transit Services.

**DISTINGUISHING FEATURES OF THE CLASS**

An employee in this class performs technical and professional transit planning and research work with the Asheville Transit Authority Planning Work Program. Work involves administration of the Asheville Transit Authority Planning Work Program. Employee also provides technical assistance to the public; organizations and elected officials regarding transit-related matters. Employee researches and prepares technical transit reports. Employee is staff to the Transit Advisory Committee, Technical Coordinating Committee and Transit Advisory Group. Employee prepares recommendations pertaining to transit matters for federal, state and local officials. Tact and courtesy must be exercised in frequent contacts with municipal, North Carolina Department of Transportation Division of Transit and Federal Transit Administration officials, and private citizens. Work is performed with limited supervision and is evaluated through annual reviews.

**ILLUSTRATIVE EXAMPLES OF WORK**

**ESSENTIAL JOB FUNCTIONS**

Prepares an annual Planning Work Program and associated budget; manages implementation throughout the year, including annual and quarterly activity reports.

Prepares an annual Priority Needs List for transit project requests for the urban area and conducts a public hearing to solicit public input on this document.

Prepares the transit element of the Transportation Improvement Program for the urban area and conducts a public hearing to solicit public input on this document.

Prepares monthly reports on transit planning activities and corresponding financial documentation.

Conducts meetings of the Transit Advisory Committee, the Technical Coordinating Committee and the Transit Advisory Group.

Prepares documentation on existing North Carolina Department of Transportation Division of Transit and Federal Transit Administration grants; compiles information for and assists in the preparation of grant proposals upon request.

Meets as requested with various neighborhood and community groups on transit matters.

## **URBAN PLANNER II/TRANSIT**

Assists Transit Staff in conducting on-board surveys to evaluate routes and schedules.

Reviews and comments on North Carolina Department of Transportation Division of Transit and Federal Transit Administration transit projects within the urban area.

Prepares a financial plan for the Asheville Urban Area Asheville Transit Authority.

Provides technical assistance to jurisdiction comprising the MPO on transit projects and programs.

Answers inquiries regarding transit planning functions.

Prepares Long Range Transit Plan in accordance with North Carolina Department of Transportation Division of Transit and Federal Transit Administration Regulations.

Maintains records and prepares periodic and special reports.

Prepares charts, GIS maps, graphs and other illustrative material for presentation to elected officials, appointed boards, community groups and concerned citizens; prepares for meetings and public hearings to explain recommendations and planning proposals.

Gives oral presentations before various community groups; attends conferences for professional development.

Serves as a GIS Data Steward for departmental databases: develops, updates, maintains, and shares GIS data; ensures security, integrity, and recovery for GIS data; documents and indexes GIS data using FGDC Metadata Standards; notifies City of Asheville staff and others of GIS data availability and updates; provides requested information regarding databases; provides timely and thorough input to the Annual GIS Data Inventory; and provides timely and thorough input to the Annual GIS Needs Assessment.

### **ADDITIONAL JOB FUNCTIONS**

Performs related work assignments as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of the principles and practices of transit planning.

Specific knowledge of North Carolina Department of Transportation Division of Transit and Federal Transit Administration transit programs, laws, grants and services pertinent to the transit process.

Specific knowledge of socioeconomic and transit implications of the planning process.

Specific knowledge of research techniques and reporting methods.

Specific knowledge of the current literature, trends and developments in the field of transit.

Skill in the collection, analysis, and presentation of technical data and planning recommendations.

Skill in the use of geographic information systems.

Ability to organize and conduct complex transit planning and research studies and to formulate substantive recommendations based on such studies.

Ability to express ideas effectively orally and in writing.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

### **MINIMUM EXPERIENCE AND TRAINING**

## URBAN PLANNER II/TRANSIT

Bachelor's degree in transportation planning, urban planning, engineering or a directly related field (with a master's degree and AICP certification preferred) and 1 to 2 years of related experience.

### COMPETENCIES

**Technical Competency:** Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

**Interpersonal Competency:** Ability to work with people from diverse backgrounds, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

**Intellectual Competency:** Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job level.

**Customer Service:** Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

**Organizational and Community Sensitivity:** Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

**Punctuality:** Ability to meet Federal Transit Administration, North Carolina Department of Transportation Division of Transit and City of Asheville deadlines for completion of plans, financial reporting and other required documentation of the planning process.

Pay Grade 19  
Exempt